

DESIGN REVIEW SUBMITTAL PACKET

Architectural Board of Review (ABR)
Historic Landmarks Commission (HLC)
Single Family Design Board (SFDB)

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See additional documents regarding the following topics, available on the City's website:

- Handouts are at: http://www.santabarbaraca.gov/Resident/Home/Forms/
 Examples: Master Application, Submittal Packet, Landscape Compliance Requirements, Hand-Delivered Tenant Notification Instructions, On-Site Notice Posting Instructions, and Tenant Displacement Assistance Ordinance (TDAO) Packet
- **Design Guidelines** are at: http://www.santabarbaraca.gov/Resident/Home/Guidelines/
 Examples: http://www.santabarbaraca.gov/Resident/Home/Guidelines/
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 Examples: https://www.santabarbaraca.gov/Resident/Home/Guidelines/
 Examples: https://www.santabaraca.g
- **Hearing Body Guidelines** are at: http://www.santabarbaraca.gov/Resident/Home/Guidelines/ Examples: https://www.santabarbaraca.gov/Resident/Home/Guidelines/ Examples: https://www.santabarbaraca.gov/Resident/Home/Guidelines/ Examples: https://www.santabarbaraca.gov/Resident/Home/Guidelines/ Design Board Guidelines

<u>Advisory</u>: All submittal materials (including plans) are subject to the Public Records Act and may be reproduced for the public without agent/owner authorization.

ty of Santa Barbara Planning Counter / 630 Garden St. / (805) 564-5578	Page 1 of 14
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	Design Review Submittal Packet



DESIGN REVIEW ADVISORIES

Standards for Plan Acceptance - All Projects

- 1. Licensing Advisory. The Business and Professions Code of the State of California and the City of Santa Barbara Municipal Code restrict plan preparation for certain project types to licensed professionals. Applicants are encouraged to consult Building & Safety or Planning Staff as well as applicable Board Guidelines to verify licensing requirements for specific projects.
- **Zoning Compliance.** When developing a proposal, always refer to the actual Santa Barbara Municipal Code (SBMC) Zoning Ordinance (Title 28 of the SBMC at http://www.santabarbaraca.gov/Government/City_Hall/Municode/) for the most complete and detailed information available. The following Zoning Ordinance sections should be reviewed carefully: Definitions (SBMC Chapter 28.04), General Provisions (SBMC Chapter 28.87), and Automobile Parking Requirements (SBMC Chapter 28.90).
- **3. Outstanding Violation Abatement.** Any outstanding zoning violations identified in pending enforcement cases or Zoning Information Reports and as-built construction must be addressed as part of any application. It is the responsibility of the applicant to research the permit history of the property. It is important that the following information sources be consulted prior to submitting an application.
 - 1) <u>Santa Barbara Municipal Code</u> (SBMC). Zoning Ordinance hard-copies may be purchased at the City Hall Clerk's Office, 735 Anacapa St. (805) 564-5309) and are available on-line.
 - 2) Planning files (a.k.a. "Land Development Team (LDT) Record Archives")
 - 3) <u>Case Status information</u>, available online at http://www.SantaBarbaraCA.gov under the Government, Residents or Business tabs at the top of the screen.
 - 4) Archive Plans. Call (805) 564-5554 or visit the Records and Archives Counter, 630 Garden St, to schedule an appointment to view Archive plans.
 - 5) Handouts
 - 6) Design Guidelines

- 7) <u>Land Development Team Records</u> Archive
- 8) Parcel Information
- **4. Applications Must Be Complete.** *Incomplete plans and missing information will most likely delay application processing.* Applicants are required to review and adhere to all plan submittal requirements (see pages 8 14). Applications that do not contain full and complete information and/or that do not comply with zoning will not be scheduled for review and will be returned to the applicant for completion. Questions regarding application submittal contents and process can be answered at the Planning and Zoning counter at 630 Garden St. or by calling (805) 564-5578.
- **5. Fees.** Fees are based on the size, scope and type of project proposed. Staff will determine the appropriate application fees based on the current fee resolution adopted by the City Council. The current fee resolution is available on the City's website. Fees must be paid at the time an application is submitted.

Special Project Considerations

- 1. Commercial Projects: Measure E Square Footage. For Measure E purposes, commercial square footage is based on inside (net) dimensions as defined in SBMC 28.88.300.B.4.
- 2. Elimination of a Dwelling Unit. If the project involves the demolition or elimination of a dwelling unit, an application can only be accepted if the applicant provides evidence that a Notice of Intent per SBMC Chapter 28.89 has been given to the tenants at least 60 days prior to application filing.

- See the **Tenant Displacement Assistance Ordinance (TDAO) Packet** available at the public counter.
- 3. Landscape Plans. Some projects will have landscape plans required for a Preliminary Approval. Reference applicable Board Guidelines and "Landscape Design Standards for Water Conservation" for applicability and requirements. "Water wise" plant landscaping is required for 80% of residential and 100% of commercial landscaping proposals. In addition, a "Compliance Statement for Low-Water Using Landscape Design" (available at the Planning Counter) must be completed, signed and reproduced on the landscape plans (sticky backs are not acceptable) at the time the landscape plans are submitted for final Design Review approval.

Design Review Process Information

- 1. Item Scheduling. Items are placed on the next available agenda based on a first-come, first-served basis. Minor Consent items must be submitted at least one week prior to the next meeting to be considered for upcoming agenda (Mondays (ABR/SFDB) or Wednesdays (HLC)). Applications are date stamped to determine project priority. Applications deemed incomplete by Staff will not be placed on an agenda. Staff also considers the following factors in scheduling items: City Staff availability, review level required, expected public comment and number of items submitted.
- 2. Meeting Agenda. An agenda containing the meeting date and the time set for the item will be mailed to the people included on the application such as owner, architect, etc. Please make sure the information contained on the Master Application is complete and that it includes the current address (City, State and Zip Code), telephone numbers and e-mails for the people associated with the project. Agendas are posted on the City's website via the "Quick Links" located on the home page at http://www.santabarbaraca.gov/Government/Boards and Commissions/
- **Public Noticing.** Refer to the Hand-Delivered Tenant Notification Instructions and On-Site Notice Posting Instructions for more information. Mailed notices are sent to property owners ten (10) calendar days prior to any noticed public hearing for a project. On-site posting and any required tenant noticing must also be completed ten (10) calendar days prior to any public hearing for a project.
- 4. Plan Substitution. Plan substitution is restricted; see applicable <u>Board Guidelines</u> for more information. If a project scope changes in any way from what was printed on an agenda on the day of a hearing, then a <u>Plan Substitution Form</u>, available at the Planning Counter, must be submitted. <u>Plan substitution is not allowed for projects scheduled for Public Hearings, Preliminary Approval or Final Approval.</u>
- **5. Attendance.** The applicant's presence **is required** for an item at a full board hearing. If an applicant is not present for a full board hearing item, the item will be postponed indefinitely. If an applicant cancels or postpones an item already on an agenda, a **postponement fee will be charged** and the item will be postponed indefinitely. In order to reschedule the item for review, the applicant must pay the postponement fee, submit a Supplemental Application form to the Planning Counter at 630 Garden Street (Community Development Department), and submit appropriate plans.
- **6. Appeals.** Any decision by the ABR, HLC, or SFDB, including Consent Calendar decisions ratified by the full board, may be appealed to the City Council (See SBMC §22.68.080 or §22.22.170). For further information on appeals, contact the Planning Division or the City Clerk's office. Appeals must be in writing, include the appeal fee as established by the current fee resolution adopted by the City Council, and must be filed with the City Clerk's office located at City Hall (735 Anacapa Street, Santa Barbara) within ten (10) calendar days of the meeting at which the Board or Commission took action or rendered its decision.



DESIGN REVIEW HEARING BODY GUIDELINES & DESIGN GUIDELINES

For availability of the following guidelines, please refer to the City of Santa Barbara's website at www.SantaBarbaraCA.gov or the Planning Counter at 630 Garden Street between the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday (except every other Friday and Holidays, call 564-5578 or visit the City Calendar for current schedule).

Architectural Board of Review (ABR), <u>Architectural Board of Review Guidelines</u>* Applicable Design Guidelines:

- Airport Design Guidelines
- Architectural Board of Review Ordinance*
- ➤ Haley-Milpas Design Manual*
- Upper State Street Area Design Guidelines

Historic Landmarks Commission (HLC), <u>Historic Landmarks Commission Rules and Procedures</u> Applicable Design Guidelines:

- ➤ El Pueblo Viejo District Guidelines*
- Historic Landmarks Commission Ordinance*
- State Street Landscaping Guidelines

Single Family Design Board (SFDB): Single Family Design Board Guidelines

Applicable Design Guidelines, the following also apply for single-family residential Historic Landmarks Commission projects:

- Single Family Residence Design Guidelines*
- Single Family Residential Projects Supplemental Design Review Submittal Packet

ABR, HLC, and SFDB:

- Lower Riviera Special Design District Guidelines
- Urban Design Guidelines*
- Waterfront Area Aesthetic Criteria

Sign Committee:

- Sign Ordinance
- Sign Pamphlet
- > Sign Review Guidelines
- Sign Submittal Checklist

^{*}Reproduction fees are charged for these documents.



GOOD NEIGHBOR GUIDELINES AND TIPS

The following guidelines and tips can help you remain friends with your neighbors after the completion of your new or remodeled house. They are based on the Golden Rule: "Do unto others as you would have them do unto you."

Think about what your concerns would be if your next door neighbor were proposing to either build a new house or add on to an existing house. Incorporate those concerns into your thinking as you design your own new or remodeled house.

It is the intent of these guidelines and tips to advance result in new residences and additions to residences that protect with scrutiny of neighborhood compatibility, views and privacy. While it is not the intent to create a right to privacy or private views, a compromise that advances these goals is highly desirable.

BEFORE COMPLETING YOUR DESIGN

- Design your addition or your new house as if you were going to live next door to it.
- Talk with your neighbors and show them your proposed design.
- Consider organizing a meeting with your neighbors to encourage discussions.
- Read the article regarding "Tips for Managing Conflict with Comfort" provided in the updated "Single Family Residence Design Guidelines," which can help provide guidance for successful discussions.

In General

When your project is reviewed by the Single Family Design Board (SFDB), the SFDB will be looking for general compliance with these Good Neighbor Guidelines (See Finding 6 on page 4-D of the updated "Single Family Residence Design Guidelines") along with other Neighborhood Compatibility Findings. The SFDB understands that, in some cases, strong compliance with privacy, landscaping, noise and lighting guidelines may not be possible or necessary. However, in some cases, potential significant issues may appear to be raised by a project design. In such cases, a suitable alternative design more sensitive to neighboring properties can sometimes be identified. In cases where an apparently more suitable alternative exists, but is not chosen by the applicant, the SFDB may deny the project. It is necessary that you communicate to the SFDB how your project is generally consistent with the Good Neighbor Guidelines. The techniques below will help when you appear before the SFDB:

- Discuss how you have designed your project with your neighbors in mind.
- Summarize for the SFDB the results of any discussions you have had with neighbors about your project.

Using these techniques can help the SFDB see how you have made a "good faith effort" to be generally consistent with the Good Neighbor Guidelines.

Please refer to the "Good Neighbor Guidelines & Tips" chapter in the updated "Single Family Residence Design Guidelines" which covers the following guideline and tip topics:

Guidelines

Tips

- 1. Privacy
- Private Views
- 2. Landscaping
- Construction Impacts
- 3. Noise
- Managing Conflict with Comfort
- 4. Lighting



DESIGN REVIEW PROCESS

STEP 1: APPLICATION

Submit Master Application, plans (3 sets) & other required information

STEP 2: STAFF REVIEW FOR:

- Completeness
- Compliance with Zoning & other City requirements
- Preliminary environmental review
- ► Level of Design Review

STEP 2A: ADMINISTRATIVE STAFF REVIEW

- A simple review process available for some minor projects
- Some minor projects may require a 10day appeal period to the Full Board (Step 4B) otherwise the project proceeds to Step 6: Building Permit

STEP 3: PUBLIC NOTICE (IF REQUIRED)

Mailed notice and on-site posting

STEP 4A: CONSENT CALENDAR REVIEW

- 1. Consent Calendar hearing
- 2. Environmental Determination completed
- 3. Complete other discretionary review (if required)
- 4. Preliminary and/or Final Review
- 5. Decision ratified by Full Board

STEP 4B: FULL BOARD REVIEW

- 1. Conceptual Review
- 2. Environmental Determination completed
- 3. Complete other discretionary review (if required)
- 4. Preliminary Review
- 5. In-Progress review (if necessary)
- 6. Final Review
- 7. Review After Final (revisions if necessary)

STEP 5: APPEALS

If an ABR/HLC/SFDB decision is appealed – City Council hearing held

STEP 6: BUILDING PERMIT

If approved, submit Master Application and 3 sets of final working drawings to Building & Safety



DESIGN REVIEW LEVELS OF REVIEW

- Concept. This is the first level of plan review for a project at Full Board. Applicants are encouraged to come in with sketches and/or very conceptual drawings. The Board usually gives comments to guide the applicant on the design of the project so that it can advance to the next level of review, which is preliminary. The Board may give a preliminary approval if sufficient information has been given and no other discretionary review is required.
- Preliminary. This is the second level of plan review for a project at Full Board. The Board reviews comments made at the concept level and does a more extensive review of the project. For purposes of Government Code §65950, a Preliminary Approval shall be considered to be "approval" of the project by the Board and concludes the discretionary phase of project review; however, final approval is still required prior to application for a building permit. It determines the site plan configuration and design that must be followed in the working drawings. All other discretionary approvals must be completed prior to preliminary approval being granted.
- In-Progress. This is an interim level of plan review for a project at Full Board. If the Board has expressed concern about a specific item (e.g. roof, details, etc.) the applicant may be requested to submit "In Progress" drawings to assure that the drawings are consistent with the preliminary approval. This process may occur more than one time before a project can be submitted for final review.
- Final. This is the third level of plan review for a project at Full Board. If the completed working drawings for the project meet all of the conditions set at the preliminary level and the plan details are provided, such as color samples, roof materials, window details, door hardware and exterior lighting fixtures, then final approval may be granted. Final plans will be approved if they are in substantial conformance with the plans given preliminary approval. A specific cover sheet is required to be submitted with the Final submittal to ensure that all required final details are contained within the plan.
- Review After Final. This is the fourth level of plan review at Full Board available for projects that have been given final approval. Review after final occurs when there is a proposed change to a project after final approval has been granted. An applicant must submit a supplemental application along with revised plans and appropriate fees.
- Consent Calendar (instead of "Full Board"). This level is primarily for minor changes to existing buildings, such as change of window styles, awnings, change of roof materials, etc. The Consent Review is a meeting with one member of the Board, whose decision is not final until acted upon by the Full Board at the regular meeting. Items are scheduled on the Consent Calendar after determination by Design Review Staff or at the direction of the Full Board.



DESIGN REVIEW SUBMITTAL REQUIREMENTS

All applicable requirements <u>must</u> be supplied to schedule a project for Design Review. Depending on project scope, Staff, ABR, HLC or SFDB may require additional information.

I. Forms, Signatures, Noticing, Verifications & Fees

All Pr	<u>ojects</u>
	Master Application Form. Completely filled out and signed by applicant.
	Owner signature on Master Application or on Owner/Agent Authorization Form.
	Required Design Review Submittal Checklists (see Pages 11-14 of this packet). Filled out and signed.
	<u>Fees</u> must be paid at the time the application is submitted.
Public	Notice Requirements, when noticing is required: refer to "Noticing Submittal Packet".
	Property Owner mailing labels <u>fee</u> for the City to create the labels, <u>or labels</u> per "Property Owners Mailing Label Instructions", including two (2) label sets and labels for all involved applicants (i.e., agent, architect, etc), and affidavit signed by the person who compiled the labels.
	On-site Notice Posting Affidavit. Completely filled out and signed.
Recon	<u>nmended</u>
	Future Potential Solar Energy System Location. At least 300 square feet of space with good sun exposure, and free of rooftop equipment recommended to be marked on plans. Especially recommended to be shown for new structures, or residential additions over 1,000 square feet.
Specia	l Project Submittal Requirements
	Single Family Residential Projects Additional Requirements (if applicable) : (Refer to "Single Family Residential Projects Supplemental Design Review Submittal Packet" handout.)
	Homeowner's Association Letter (if applicable). Projects subject to Homeowner's Association (HOA) approval must submit an approval letter from the HOA with the City application.
	Tenant Displacement Assistance Ordinance Affidavit (if applicable): If the project involves the demolition or elimination of a dwelling unit, provide evidence that a Notice of Intent per SBMC Chapter 28.89 has been given to the tenants 60 days prior to filing the application. See the "Tenant Displacement Assistance Ordinance Information" handout.
	Modification Request (<i>if applicable</i>): Staff will verify requests for modifications have been reviewed in a consultation with the Staff Hearing Officer Assistant, prior to application.
	New Commercial Square Footage requires compliance with Measure E. Adequate Measure E square footage for the project site is required to be verified by staff prior to application.
	Wireless Communication Facility Design Review Submittal Checklist (if applicable)
Specia	l Public Notice Requirements (if applicable): (Refer to "Noticing Submittal Packet" handout.)
	Tenant mailing labels , if required per <u>Noticing Submittal Packet</u> , including two (2) sets of labels and affidavit signed by the person who compiled the mailing labels.
	P-R Zone Projects. Special noticing and posting requirements for projects located in the P-R Zone Please refer to SBMC 28 37 010 for more information

II. Project Statistics & Data.

The following statistics are **required** to be shown on all development and building permit applications. Optional project statistics forms are available for use on-line and in a Counter handout, or applicants may display statistics as they choose as long as all of the following information is clearly provided. Some minor applications may be exempt from some data requirements.

- 1) Project Address(es)
- 2) Owner's Information
 - Name, Address, Phone Numbers
- 3) Architect's/Designer's Information
 - Name, Address, Phone Number
 - e-mail
- 4) Assessor's Parcel Number (APN)
- 5) Zoning Designation
- 6) General Plan Designation
- 7) Construction Type
- 8) Occupancy Group
- 9) List of applicable Building Codes for the project
- 10) Lot Size
- 11) Average slope % of property
- 12) Sheet Index
- 13) **Signature:** If designed by a licensed design professional, a wet signature/wet stamp is required
- 14) Scope of Work (Project Description)
- 15) Vicinity Map
- 16) Grading (c.y.)
 - Cut and fill under main building
 - Cut and fill outside main building
 - Import
 - Export
- 17) Non-residential floor area (Measure E)

Lot Coverage Data:

ONLY required for PC or SHO Projects

- Building Footprint(s)
- Paving/Driveway
- Landscaping
- TOTAL LOT AREA

18) Floor Area of ALL FLOORS of all buildings and structures on site

Must include both NET and GROSS:

- Existing
- To be demolished
- Proposed
- Detached accessory buildings
- Garages and carports
- Basement/Cellar
- Patios/Decks (covered and uncovered)

19) Number of residential units

- Existing
- To be demolished
- Proposed
- Number of bedrooms per unit
- Square feet for each unit

20) Number of Parking Spaces

- Existing (covered and uncovered)
- Required (covered and uncovered)
- Proposed (covered and uncovered)

21) Floor to Lot Area Ratio (FAR) applies to single-family residential projects

- Existing FAR
- Proposed FAR
- Proposed project's percent of maximum FAR for the lot size
- Basement/Cellar Discount, if applicable

EXISTING PROPOSED ______s.f___% _____s.f___% _____s.f___% _____s.f___% _____s.f___% _____s.f___% _____s.f___% _____s.f___% _____s.f_100 % _____s.f_100 %



DESIGN REVIEW APPLICANT SUBMITTAL CHECKLISTS

	MST:						
Application for Design Review by: Architect	tural Board of Review (ABR)						
☐ Historic	Landmarks Commission (HLC)						
☐ Single Family Design Board (SFDB)							
What year was the oldest structure on site built?							
I. Required Design Review Triggers Analysis Checklist							
The purpose of this checklist is to verify that Design Review is required for a particular project. If it appears that Design Review is not required for a project, please check with Planning Staff to verify why the project is exempt. Check the appropriate boxes listed below for each category that is applicable.							
DEMOLITION REVIEW STUDY AREA/POTENTIAL HISTORIC DISTRICTS							
If a project is located in a potential historic district or in the Demolition Review Study Area, then the project will be reviewed on a case-by-case basis for a historic assessment to be completed by the Urban Historian and may require review by the ABR, HLC, or SFDB. Lower Riviera Survey Area – "Bungalow Haven District" West Beach Survey Area Demolition Review Study Area (applies to buildings over 50 years old)							
☐ West Beach Survey Area							
☐ West Beach Survey Area							

SINGLE FAMILY DESIGN BOARD (SFDB)



DESIGN REVIEW APPLICANT SUBMITTAL CHECKLISTS

II. Required Plans & Photos Checklist.







The purpose of this required applicant checklist is to verify that all required Design Review photos and plans information is submitted for a particular project so that a preliminary zoning plan check can be performed and the item can be agendized for design review.

Instructions:

- 1. Check the appropriate boxes listed below for each category that is applicable. Provide the sheet number where each group of items can be found.
- 2. Sign the end of this checklist, verifying that all of the items required for submittal have been provided and that the applicant understands that incomplete applications may be halted and returned to the applicant.
- 3. Turn in this checklist as well as the required Design Review triggers analysis with your application and any other required forms listed on page 8 of this packet.

A.	Photographs:	Sheet Number:	or,	Check box if on separate papers:
	Photos of the ent labeled.	ire site including each	elevation of	f the building/s & street view of property,
	property structure	es and structures across	the street, as	Streetscape, labeled (includes adjacent as viewed from the street). ed on paper that folds to 8 ½ "by 11".
B.	Plans – General			Sheet Number:
	☐ Number of sets.	Appropriate number of	sets. (3 sets	s for Full Board, 1 for Consent)
	Sheet size minim larger are preferred		n a 24" x 36	5" recommended. (¼" scale plans or
C.	Scope of Work & Vicini	ty Map		Sheet Number:
	Scope of Work 1	present and includes:		
	remodel or s	site work activities, an	y enforcement of the entire actions	uding any proposed demolition, addition, nent case abatement work , listing any as, and cubic yards of grading (cut & fill). posals.
	☐ Vicinity Map sh	owing accurate location	& relations	ship to surrounding streets and lot pattern
D.	Project Statistics.			Sheet Number:
	shown on all develop available for use on-l	ment and building perm	it application	riew Submittal Package is required to be ons. Optional project statistics forms are applicants may display statistics as they on is clearly provided.

E. Site Plan Details	Sheet Number:	
Scale North arrow	Topography lines (req'd for Hillside Design District lots)	
☐ Complete property lines ☐	Public Right of Way Easements (if applicable)	
Structure(s) and use(s): location	n of all existing, demolished, and proposed	
Parking: location of all existing,	demolished, and proposed	
Footprints of adjacent structure	e(s).	
Setbacks from property lines to al	l building(s), structure(s), and parking on the property	
	nily Zones. For Multiple Units or Mixed-Use show Open	
Yard Area & Private Outdoor I	d: indicate with an "X" through them, species and size	
indicated	u. indicate with an A through them, species and size	
Paved/concrete surfaces: Show	quantity of all non-permeable & permeable surfaces (s.f.)	
☐ Drainage pattern flows: Show loc	ation of all site drainage flows, devices and downspouts	
Distance between all buildings (ex	xisting & proposed)	
Fences & wall locations & height	s (existing & proposed)	
☐ Dimensions: property and all buil	ding(s), structure(s), and parking	
F. Elevation(s)	Sheet Number:	
☐ Scale ☐ Label	for each elevation	
	ing(s) involved in the project; clearly indicate all existing,	
demolished and proposed new wo		
Grades: both existing and finished		
	res involved in the project (SBMC 28.04.100)	
Exterior materials proposals.		
	equired for initial submittal only if this is the main project o not need to be submitted until the final review.	
For complicated grading proposal filled.	s only: cross-section drawings of land areas being cut or	
Solar Ordinance compliance for re	sidential dev. in res. zones (Ch. 28.11), if applicable.	
G. Floor Plan(s)	Sheet Number:	
☐ Scale ☐ Label	all rooms	
	ans of involved buildings, showing access, window(s), te what is being removed, replaced and/or altered with	
Please sign and date this sheet to acknowledge that you have provided all of the required information listed above. Application processing may be halted if an incomplete submittal is received.		
Signature (Applicant or Agent)	Date	
H:\Group Folders\PLAN\Handouts\Design Review Cabinet\Design Review Submittal Packet 2011.doc	Created 5/12/2011 5:19:00 PM Revised 5/17/2011 8:09:00 AM	